

# Instruction Sheet for Application for Certificate of Achievement Basic, Intermediate and Advanced Wastewater Plant Operations Certificate

a:tc-certificate instructions.doc TC6 as of June 9, 2005

**General Information:** The following information is provided to discuss the purpose of this special certificate of achievement program and to assist you, the Applicant, in completing the APPLICATION FOR CERTIFICATE OF ACHIEVEMENT.

**Purpose:** Numerous training sessions are conducted throughout the year at the Training Center and Counties for upgrading the knowledge and skills of the State's wastewater operators, laboratory technicians and maintenance personnel, as well as new employees who enter these areas of work each year. In recognition of the dedication and effort of the operators who attend these training sessions, a SPECIAL WASTEWATER PLANT OPERATIONS CERTIFICATE will be presented to operators who meet the minimum requirements listed below.

**Continuing Educational Units (CEUs):** CEUs to be awarded for each course are listed in the course descriptions in the yearly training calendar. No additional CEUs will be awarded to operators qualifying to receive these special wastewater plant operations certificates.

**Eligible Courses:** Courses from other educational institutions such as California State University, Michigan State University, other state training center, etc., will NOT be eligible in this certificate program.

**Certificate Award Application Procedures:** The applicant will complete a APPLICATION FOR CERTIFICATE OF ACHIEVEMENT form upon completion of the required courses being applied for and then forward the application form to his/her County Training Coordinator or Superintendent. The County Training Coordinator/Superintendent will review and certify that the applicant has completed the required core of safety courses listed under Section C. Submit the form to the Statewide Wastewater Operator Training Center. If the applicant has NOT completed all the requirements, he/she will be informed of what course(s) remain to be taken. The applicant will be informed of the date, place and time for the presentation of the Certificate.

**Core of Safety Courses:** The following safety courses will be completed prior to awarding of the basic and advanced certificates listed below. Applicants may obtain credit for completion of these safety courses from either the Training Center training sessions or County sponsored courses. Each County is responsible for maintaining the attendance rosters for all the safety training sessions which they conduct for their employees and submission to the Training Center for record keeping.

## Core of Safety Courses

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| 106 | Hazard Communication Program/Employee Right-to-Know Law and            |
| 114 | Confined Space Entry - Permit  |
| 118 | First Aid and CPR (American Red Cross provides Instructor & Materials) |

**Requirements:** The following certificates will be presented upon the completion of the courses listed below each category. These courses are offered by the Statewide Wastewater Operator Training Center.

## Certificate in Basic Wastewater Plant Operations

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| 101 | Basic Course for Wastewater Treatment Plant Operators   |
| 103 | Plant Safety  |
| 105 | Basic Wastewater Mathematics  |
| 108 | NPDES & UIC Permits and CWA Regulations   |
| 112 | State Regulations Affecting Wastewater Treatment Works Workshop   |
| 201 | Activated Sludge Process Control - Intermediate   |
| 205 | Equipment Operations - Operator Techniques & Practices, Lubrication, Heat Exchangers and Valve Operations |
| 208 | Pump Controls, Types, Operations Troubleshooting  |
| 210 | Sludge Handling, Process, Treatment and Disposal - Intermediate   |
| 214 | Waste Treatment Processes, Community Wastewater System, Pretreatment and Clarification - Intermediate     |
| 215 | Plant Sciences (Physics)  |
| 306 | Process Control Laboratory Course   |

## Certificate in Advanced Wastewater Plant Operations

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| 212A | Wastewater Facility Management Skill Training Course Volume I  |
| 212B | Wastewater Facility Management Skill Training Course Volume II |
| 301  | Activated Sludge Process Control - Advanced                    |
| 302  | Anaerobic Digestion - Advanced                                 |
| 303  | Chlorination Skills Training Course - Advanced                 |
| 307  | Sludge Conditioning, Thickening and Dewatering - Advanced      |
| 308  | Wastewater Stabilization Ponds - Advanced                      |
| 312A | Laboratory I - Advanced (previously titled 309)                |
| 312B | Laboratory II - Advanced (previously titled 311)               |